


JOB DESCRIPTION

Position/Title	Office Cleaning Operative	
Department	Facilities	
Location	Station Road, Blackrod, Bolton	
Accountable to:	PA to Operations Director	
Hours	16 hours per week / Monday 1.30pm-5.30pm, Tuesday to Friday 2.30pm-5.30pm	
Key Relationships	PA to Operations Director Health, Safety & Compliance Office Staff	Operations Director Managing Director
General Summary	To ensure that the J. Dickinson & Sons premises are continuously maintained at a high standard of cleanliness and hygiene.	
Core Responsibilities	<ul style="list-style-type: none"> • Deliver an effective and efficient cleaning service, according to work instructions and standard operating procedures. • Undertake full cleaning duties, including but not limited to, mopping, polishing, dusting and vacuuming. Areas to clean include toilets, offices, meeting rooms, reception areas, corridors, kitchens, weighbridge office. • Report daily to line manager for instructions and priority duties. • Complete the cleaning log on a daily basis to ensure a thorough and detailed handover for your line manager, signing off each section of the cleaning schedule and noting any issues identified. • Monitor stocks of cleaning equipment and products, recording any low stock levels on the cleaning log to ensure that they do not fall to an unacceptable level. • Use all provided equipment and cleaning products safely and as intended, and ensure they are kept in good condition at all times. • Follow the correct procedures to report any accident, incident, equipment malfunction, or any other defect. • Clearly communicate any identified or potential problems relating to delivery of the cleaning service to your line manager via the cleaning log. • Always use warning signage and correct PPE during cleaning activities as required. • Actively seek ways to streamline current ways of working to improve performance and share ideas and suggestions with the management team. • Develop and maintain excellent working relationships with staff onsite. • Any other duties commensurate with the role as instructed by the PA to Operations Director or Operations Director. 	
Health and Safety	<ul style="list-style-type: none"> • All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors. • Challenge staff and site visitors who do not follow the site safety procedures. • Assist in maintaining the health, safety, and welfare of people (including yourself) 	

	<ul style="list-style-type: none"> Follow the Company guidelines in reporting faulty or defective equipment. Ensure all staff, customers and visitors are wearing the appropriate PPE. Report any risks or near misses to the Health, Safety & Compliance Manager.
Personal and Professional Development	<ul style="list-style-type: none"> Undertake any necessary activities to ensure that your own professional qualifications are maintained. Ensure ongoing personal and professional development by participating in performance reviews as requested. Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.
Confidentiality and GDPR	<ul style="list-style-type: none"> All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.
Governance	<ul style="list-style-type: none"> Support the Company to work within the specific regulations such as governance and frameworks for the industry.
Policies and Procedures	<ul style="list-style-type: none"> All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons (Horwich Ltd), without exception.
	

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
EXPERIENCE	Proven work experience as a professional cleaner	Experience within the recycling, waste, or comparable plant industries
KNOWLEDGE	Knowledgeable and confident in the use of cleaning equipment and materials Awareness of precautionary measures to be taken while cleaning Understanding of COSHH regulations	
SKILLS	Ability to prioritise work and manage multiple tasks effectively Ability to work effectively, and to meet deadlines, in a fast-paced environment Able to maintain a high standard of work and work to prescribed standards of safety and compliance Excellent communications skills and ability to understand and follow verbal and written instructions Ability to build good working relationships at all levels	

	ESSENTIAL	DESIRABLE
<i>SKILLS</i>	<p>Able to work proactively, independently and on own initiative</p> <p>Ability to work under pressure while remaining calm and resilient</p> <p>Thorough and excellent attention to detail</p> <p>Able to quickly assess issues and recommend and/or implement solutions</p> <p>Able to react quickly and positively to instruction from management</p>	
<i>OTHER</i>	<p>Physically fit and active to cope with the demands of the role</p> <p>High standards of customer care</p> <p>Reliable, punctual and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>A commitment to the values of J. Dickinson & Sons</p>	